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इस भाग में भिन्न पृष्ठ संलग्न दी जाती है जिससे कि यह प्रलग्न संकलन के रूप में रखा जा सके।

Separate paging is given to this Part in order that it may be filed  
as a separate compilation

## MINISTRY OF FINANCE

(Department of Revenue and Insurance)

## NOTIFICATION

## INSURANCE

New Delhi, the 5th September 1975

S.O. 472(E).—In exercise of the powers conferred by sub-section (6) of section 16 of the General Insurance Business (Nationalisation) Act, 1972 (57 of 1972), the Central Government hereby makes the following Scheme to amend the General Insurance (Rationalisation and Revision of Pay Scales and other Conditions of Service of Supervisory, Clerical and Subordinate Staff) Scheme, 1974, namely:—

1. (1) This scheme may be called the General Insurance (Rationalisation and Revision of Pay Scales and other Conditions of Service of Supervisory, Clerical and Subordinate Staff) First Amendment Scheme, 1975.

(2) It shall come into force on the date of its publication in the Official Gazette.

2. In the General Insurance (Rationalisation and Revision of Pay Scales and other Conditions of Service of Supervisory, Clerical and Subordinate Staff) Scheme, 1974 (hereinafter referred to as the principal Scheme), in paragraph 2—

(a) in clause (iii), after the word "employees", the words, figures and letters "as on 31st day of December, 1972" shall be inserted;

(1993)

(b) for clause (iv) and the proviso thereunder, the following clauses shall be substituted, namely :—

"(iv) who joined service in any of the Indian Insurance Companies on or after the 1st day of January, 1973 and were confirmed before the commencement of this scheme;

(v) who were in regular whole-time temporary service of the Corporation or any of its subsidiaries at the commencement of this Scheme;

(vi) who are appointed as probationers by the Corporation or any of its subsidiaries after the commencement of this scheme;".

3. In clause (i) of paragraph 3 of the principal Scheme, after the words "such as", the word "Driver", shall be inserted.

4. In paragraph 4 of the principal Scheme,—

(i) in sub-paragraph (1)—

(a) in Explanation I, after the words, brackets and letters "or clause (iii)", the words, brackets and letters "or clause (iv) or clause (v)" shall be inserted;

(b) after Explanation I, the following Explanation shall be inserted, namely :—

*"Explanation IA.—For the purposes of this paragraph and for paragraphs 5 and 6, an employee referred to in clauses (iii) and (iv) and (v) of paragraph 2 shall be dealt with as though he had exercised his option to be governed by the new scale of pay."*

(ii) in sub-paragraph (2)—

(a) to clause (a), after the proviso, the following further proviso shall be added, namely :—

*"Provided further that in the case of an employee referred to in clauses (iii), (iv) and (v) of paragraph 2, the period aforesaid shall be for the period commencing on the date of appointment of the employee concerned in continuous service on the first day of January, 1973, whichever is later, and ending with the 26th May, 1974."*

(b) after clause (b), the following clause shall be inserted, namely :—

"(c) Where during the relevant period an employee was holding a post other than the one on which he was not normally employed or was in receipt of any allowance of a transient nature, the salary and allowances (excluding such transient allowances) which he would have drawn in the normal post shall alone be taken into account for the purpose of paragraphs 4 and 6;

(iii) in sub-paragraph (3), clause (b) shall be omitted;

5. In paragraph 5 of the principal Scheme,—

(i) in sub-paragraph (2), in clause (a)—

(a) in sub-clause (i), for the words "and Supervisors", the words "or Supervisors and" shall be substituted;

(b) in sub-clause (iii), for the word "scales", the word "skills" shall be substituted;

(ii) in sub-paragraph (3), in clause (a), for the words "All those working as Stenographers", the words, brackets and figure "Subject to sub-paragraph (4) all those working as Stenographers" shall be substituted;

(iii) in sub-paragraph (4), for the words, brackets and figures "paragraph (2)", the word, brackets and figure "sub-paragraph (2)" shall be substituted.

6. In paragraph 6 of the principal Scheme,—

(i) in sub-paragraph (1)—

(a) in clause (a)—

(i) for the word and figure "paragraph 4", the word and figure "paragraph 5" shall be substituted;

(ii) the word "Junior", in both the places where it occurs, shall be omitted;

(iii) for the words "be ascertained by alternative", the words "be ascertained under this alternative" shall be substituted;

(b) in clause (b), for the letters and figures "Rs 25 245", the letters and figures "Rs. 245" shall be substituted;

- (c) in sub-clause (c), the word "add" shall be omitted;
- (d) in Note 1, for the words "would have drawn", the words "would have drawn in his existing scale" shall be substituted;
- (e) in Note 2, for the words, letters and figures "immediately before the 1st day of January, 1973 in a company which had no definite scales or dearness allowance, the consolidated salary will not be treated as basic salary", the words, letters and figures "on the 1st day of January, 1973, the same shall not be treated as basic salary" shall be substituted;
- (ii) in sub-paragraph (3) and in sub-paragraph (4), after the figures "1974", the words "but does not reach the ceiling of the grade" shall be inserted;
- (iii) in sub-paragraph (5)—
  - (a) for the words "immediately before the said date", the words "on the said date" shall be substituted;
  - (b) for the words "and lunch allowance", the words "conveyance allowance and lunch allowance" shall be substituted;
  - (c) the following proviso shall be added, namely :—  
"Provided that no employee referred to in clauses (iv), (v) and (vi) of paragraph 2 shall be entitled to any personal pay.";
- (iv) after sub-paragraph (5), the following sub-paragraph shall be inserted, namely :—  
"(6) In respect of an employee referred to in clauses (iv) and (v) of paragraph 2, the salary on absorption in the service shall be determined as if he had been appointed in the appropriate scale of pay under this scheme".

7. In paragraph 7 of the principal Scheme,—

- (i) in sub-paragraph (1), for the words "after giving the employee one increment within existing scale", the words "on the basis of his salary after the annual increment, if any, drawn by the employee in this existing scale" shall be substituted;
- (ii) after sub-paragraph (1), the following Note shall be inserted, namely :—  
**NOTE.**—"12 months of continuous service" means a period of duty equal to twelve months excluding periods of extraordinary leave.;
- (iii) in sub-paragraph (2)—
  - (a) for the word and figure "paragraph 5", the word and figure "paragraph 6" shall be substituted;
  - (b) for the words "one additional increment" the words "one increment" shall be substituted.

8. For paragraph 8 of the principal Scheme, the following paragraph shall be substituted, namely :—

- "8. *Hours of work.*—(1) The total working hours in a week comprising of five full days and a half day shall be—
  - (i) thirty-five and a quarter hours excluding the lunch break for 45 minutes for all employees in supervisory and clerical grades;
  - (ii) thirty-eight and a quarter hours excluding the lunch break for 45 minutes for subordinate staff other than those referred to in sub-paragraph (2).
- (2) The total working hours in a week comprising six full days shall be forty-eight hours for subordinate staff such as drivers, liftmen, cleaners, watchmen, electricians, plumbers and gardeners.
- (3) Subject to the maximum weekly hours of work stipulated in sub-paragraphs (1) and (2), the Managing Director or Custodian shall from time to time specify the daily working hours of each office and employee as considered necessary."

9. In paragraph 9 of the principal Scheme, the words beginning with "Where the number of such holidays" and ending with "Saturday may be considered as full holiday" shall be omitted.

10. In paragraph 10 of the principal Scheme,—

(1) in sub-paragraph (1), after clause (g), the following clause shall be inserted, namely :—

“(h) extraordinary leave”;

(2) in sub-paragraph (2), for the brackets, letter and words “(d) casual leave cannot be availed of in conjunction with any other kind of leave, Subject to this condition, any kind of leave under this Scheme may be granted in combination with, or in continuation of any other kind of leave”, the following brackets, letter, words and figures shall be substituted, namely :—

(e) no leave shall be granted in continuation of or in conjunction with any other kind of leave except the following :—

(i) casual leave and additional casual leave in continuation of or in conjunction with examination leave, quarantine leave or extraordinary leave;

(ii) earned leave in continuation of or in conjunction with sick leave, maternity leave, examination leave, quarantine leave or extraordinary leave;

(iii) sick leave in continuation of or in conjunction with earned leave, maternity leave, quarantine leave or extraordinary leave;

(iv) maternity leave in continuation of or in conjunction with earned leave, sick leave, quarantine leave or extraordinary leave;

(v) examination leave in continuation of or in conjunction with casual leave, additional casual leave, earned leave, maternity leave, quarantine leave or extraordinary leave;

(vi) quarantine leave in continuation of or in conjunction with casual leave, additional casual leave, earned leave, sick leave, maternity leave, examination leave or extraordinary leave;

(vii) extraordinary leave in continuation of or in conjunction with any other type of leave.”;

(3) for sub-paragraphs (3) and (4), the following sub-paragraphs shall be substituted, namely :—

“(3) *Earned leave.*—(a) The amount of earned leave shall be one-eleventh part of duty.

*Explanation.*—In this clause ‘duty’ means the period spent in the service of the Corporation or its subsidiaries or both, but shall not include the periods of leave other than casual leave, additional casual leave, quarantine leave, examination leave and trade union leave.

(b) The period of earned leave which can be accumulated by any employee is 180 days and leave upto a maximum of 120 days may be sanctioned at one time :

Provided that an employee may be granted the full leave to his credit subject to a maximum of 180 days preparatory to retirement.

(c) The earned leave refused in the interest of service to an employee preparatory to retirement and the balance of earned leave due to the credit of an employee in the event of his death may be encashed.

**NOTE 1.**—For the purpose of determining the amount due to an employee as a result of encashment of earned leave, the employee’s gross total monthly emoluments (basic salary plus all allowances excluding functional allowance and officiating allowance) as on the date of his death or retirement, as the case may be, shall be taken into consideration.

**NOTE 2.**—The amount due to an employee as a result of the encashment of earned leave remaining to his account on the date of his death shall be paid to the person to whom the concerned employee’s provident fund arrears are payable.

(4) *Casual leave.*—(a) An employee may be granted casual leave upto a maximum of 15 days during a calendar year and any casual leave not availed of by an employee during such year shall lapse at the end of that year.

- (b) Without prejudice to the provisions of clause (a), the employee may be granted additional casual leave for the number of days by which the holidays declared under the Negotiable Instruments Act, 1881 (26 of 1881) in a calenda year falls short of twenty-three and a half days and such leave may be availed of during the following calendar year:

Provided that such additional casual leave, as is not availed of during the following Calendar year aforesaid, shall lapse at the end of such year.

- (c) Without prejudice to the provisions of clause (e) of sub-paragraph (2), casual leave may be availed of in conjunction with additional casual leave but not more than 6 days of either casual leave or additional casual leave or both combined may be granted at a time.

- (d) Casual leave and additional casual leave may normally be availed of only after sanction by the competent authority; but one day's casual leave may be availed of without prior sanction in case of unforeseen emergency:

Provided that the Head of the office is promptly advised of the circumstances in which prior sanetion could not be obtained.

- (e) It shall be permissible to avail of casual leave and additional casual leave either for the forenoon only or for the afternoon only on any week day other than Saturdays and the period of leave taken in this manner shall be treated as half day.

- (f) The casual leave and additional casual leave taken on Saturday shall be treated as a leave for full day.;

- (4) in sub-paragraph (6), in the proviso, for the words "having three living children", the words "having three or more living children" shall be substituted;

- (5) after sub-paragraph (9), the following sub-paragphs shall be inserted, namely:—

- "(10) *Extraordinary leave.*—(a) Extraordinary leave not exceeding six months for the entire service may be granted to an tployee when no other kind of leave is due.

- (b) No salary will be admissible during the period of extraordinary leave.

- (c) The period spent on such leave shall not count for increment.

- (11) *Leave salary.*—An employee on earned leave, maternity leave or quarantine leave shall draw leave salary equal to the salary he drew on the date preceding the date on which he proceeded on leave.'

11. In paragraph 11 of the principal Scheme, for the words "and dearness allowance", the words, "dearness allowance and personal pay" shall be substituted.

12. In paragraph 12 of the principal Scheme, in the proviso, for the words "on the last of the immediatelyly following month", the words "on the forenoon of the first of the immediately following month" shall be substituted.

13. For paragraph 14, the following paragraph shall be substituted, namely:—

- "14. *Overtime allowance.*—(1) An employee may be required to work beyond the normal working hours whenever it is found necessary in the interest of office work.

- (2) When an employee is required to work for more than half an hour in excess of his normal working hours on any day, he shall be paid an overtime allowance for the period beyond his normal working hours.

- (3) The rates of overtime allowance for the categories of employees mentioned in column 1 of the Table below shall be calculated in the manner specified in the corresponding entries in column 2 of the said Table.

## TABLE

Categories of employees	Manner of calculation
Supervisory and Clerical staff.	<p>1. For the period of overtime work during the week which when added to the normal hours of that week totals to 42 hours or less the rate of overtime allowance shall be one and half times the hourly rate of wages.</p> <p>2. For the period of overtime work beyond 42 hours of work during the week the rate of overtime allowance shall be twice the hourly rate of wages.</p>
Subordinate staff	<p>1. For the period of overtime work during the week which when added to the normal working hours of that week totals to 45 working hours or less, the rate of overtime allowance shall be one and a half times the hourly rate of wages.</p> <p>2. For the period of overtime work beyond 45 hours of work during the week, the rates of overtime allowance shall be twice the hourly rate of wages.</p>
Drivers and building staff.	<p>1. For the first seven hours of overtime work during the week the rate of overtime allowance shall be at one and a half times the hourly rate of wages.</p> <p>2. For the overtime hours of work in excess of seven hours during the week, the rate of overtime allowance shall be twice the hourly rate of wages.</p>

- (4) For the overtime work done on holidays and Sundays payment shall be made on the same basis as on other days:

Provided that for a continuous overtime work of 4 hours or more done on Sundays a compensatory holiday shall be given in addition to the payment of overtime allowance.

- (5) The authorities competent to sanction payment of overtime in the Corporation or in any of its subsidiaries or other office at the regional, divisional and branch levels shall be as may be specified by the Corporation from time to time.

- (6) Ordinarily no employee, other than drivers, shall be asked to work overtime for more than 90 hours in a calendar year:

Provided that the Managing Director of the Custodian may relax this provision in individual cases depending upon the exigencies of work.

NOTE 1.—The period of overtime shall be rounded off to the nearest half hour.

NOTE 2.—The week shall be reckoned from Sunday to Saturday.

NOTE 3.—The hourly rate of wages shall be gross salary (comprising of the basic salary, dearness allowance, qualification pay, functional allowance, city compensatory allowance, hill station allowance, personal pay and officiating allowance) for the month divided by the normal working hours for that month.

14. In the First Schedule to the principal Scheme, for item IV relating to "Qualification Pay" and the entries thereunder, the following shall be substituted, namely:—

"IV. Qualifications Pay:

Employees shall be granted a monthly allowance called the qualification pay or be granted increments on the following basis, namely:—

- (1) Non-graduate assistants who were confirmed in service as on 31st December, 1972 and may qualify as graduates on or before 31st December, 1977, may be granted two increments in their scale of pay with effect from the date of publication of the result of the examination;
- (2) Non-graduate assistants who were in the temporary service as on 31st December, 1972 and may qualify as graduates on or before 31st December, 1977, shall be granted two increments in their scale of pay with effect from the date of their confirmation in service or from the date of publication of the result of the examination, whichever is later;
- (3) Graduate-assistants in service as on the 31st December, 1972 may be allowed an increase, if necessary, in their basic salaries with effect from the date of their confirmation in service on 1st January, 1973, whichever is later, so as to bring their basic salaries to the level of the third stage in the assistant's scale:

Provided that the concerned graduate assistant has not been allowed higher starting salary or advance increments before graduation at any time during the period of service with the insurer.

- (4) Persons appointed in the category of assistants or in equivalent posts on or after 1st January, 1973 shall be given two increments in the grade with effect from—
  - (a) the date of their confirmation in service if they joined as graduates or qualify as graduates before confirmation;
  - (b) the date as to publication of the results if they qualify as graduates within a period of five years from the date of their joining service, but, after their confirmation in service.
- (5) A confirmed employee who qualifies or has qualified in an examination mentioned below shall be paid with effect from the date of publication of the results of the examination or 27th May, 1974, whichever is later, the amount of qualification pay as indicated below:

Provided that not more than one qualification pay shall be permissible to him.

Examination	Qualification Pay per month
<i>Federation of Insurance Institutes or Chartered Insurance Institute</i>	
(i) Licentiate	Rs. 15 payable only to Assistants or equivalent or lower positions.
(ii) Completion of Associateship	Rs. 25 payable only to Senior Assistants or equivalent or lower positions.
(iii) Completion of Fellowship.	Rs. 50.
<i>Institute of Actuaries :</i>	
(iv) Any three subjects	Rs. 25.
(v) Any seven subjects	Rs. 40.
(vi) Completion of Fellowship	Rs. 60.
<i>Institute of Chartered Accountants or Institutes of Cost and Work Accountants:</i>	
(vii) Completion of Intermediate	Rs. 25.
(viii) Completion of Associateship or Fellowship.	Rs. 50

- (6) The grant of qualification pay or increments on graduation shall not affect the seniority of the person concerned.
- (7) Where an employee has already been given an advance increment or any other recurring monetary benefit for having qualified in any insurance examination, the amount of qualification pay shall be suitably or be not admissible depending on the quantum of benefit already received.

*Illustration:*

An assistant shall receive a qualification pay of Rs. 5/- per mensem for passing the Associateship Examination of the Federation of Insurance Institutes, as against Rs. 25/- per mensem admissible in terms of sub-paragraph (5), if the monetary value of all the advance increments received for this examination amounted to Rs. 20/- per mensem and shall not receive any qualification pay, if the monetary value of the advance increments already received amounted to Rs. 25/- per mensem.

15. In the Second Schedule to the principal Scheme, under the heading "Travelling Allowance", for item (1) relating to "Train journey" and the entries thereunder, the following shall be substituted, namely:—

"(i) *Train Journey*

- |   |   |
|---|---|
| (i) Employees drawing basic salary of First class<br>Rs. 340/- and above. |   |
| (ii) Employees drawing basic salary below Rs. 340.                        | Second class (new) with sleeper berth for night journey.  |
| (iii) Subordinate staff:  | Second class (new) with sleeper berth for night journey." |

[No. F.65(8)Ins.III/15-A/74.]

G. H. DAMLE,

Controller of Insurance &  
*Ex-Officio Joint Secy.*